

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 108
JULY 2, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 2, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Staff Present: Steve Marx, Connie Bowers, Joantha Guthrie, Solid Waste Manager, Spencer Keane, Traffic Engineer, Jennifer Bailey, Surface Water Engineer, Matt Nienhuis, Doug Cox, Phil Cohen

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Roads

Subject/Description: Speed Study Evaluation Request – Juniper Beach

Attachment: Memorandum

Action Requested: Approval to conduct speed studies and field reviews on Juniper Beach Drive. The study is planned for this fall, after the summer tourist season. Once the data is collected, Public Works staff will formulate engineering recommendations to present to the Board at a future work session.

Follow up: Okay with full Board to move forward with speed study.

Subject/Description: Surplus 1968 Caterpillar Dozer

Attachment: Memorandum, Resolution

Action Requested: Approval to surplus a 1968 Caterpillar Dozer.

Follow Up: Okay with full Board to move Resolution forward to a Monday agenda.

Subject/Description: Surplus 1990 Nordberg/Cedarapids Port Crushing Plant

Attachment: Memorandum, Resolution

Action Requested: Approval to surplus a 1990 Nordberg/Cedarapids Port Crushing Plant.

Follow Up: Okay with full Board to move Resolution forward to a Monday agenda.

Add-on

Subject/Description: Comprehensive Plan Transportation Element Update

Attachment: Memo dated 7/2/14 from Doug Cox to BOCC

Information: Doug Cox briefed the Board on the second round of public meetings. The goal of the public meetings is to provide an initial look at the modeled 2036 traffic conditions and discuss potential projects that could be included in the draft plan.

Surface Water

Subject/Description: WDFW Contract Agreement – PSAR 2014 Culvert Prioritization Assessment Grant

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Attachment: Memorandum, Scope of Work

Action Requested: Approval of contract with WDFW for the purpose of obtaining assistance with completion of the recently approved PSAR 2014 Culvert Prioritization Grant agreement made with the State of Washington Recreation and Conservation Office and the Salmon Recovery Funding Board. Assistance will be in the form of WDFW field and office technicians collecting some or all of the data on the 12 streams and 20 culverts located within Priority Habitat Area 1; Contract Amount: \$40,000.00.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Solid Waste

Subject/Description: Appointment of Special Counsel – Foster Pepper

Attachment: Memorandum, Resolutions

Action Requested: Approval to continue with Foster Pepper as special Counsel for Solid Waste issues 2014-2016; Amount: \$50,000.00 for an estimated 125 hours of work.

Follow Up: Okay with full Board to move forward with resolution for a waiver of competitive bidding and a resolution appointing Special Counsel.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 2, 2014 at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Brooke Powell, Larry Van Horn

Record @ 44:33

Subject/Description: Job Requisitions

Attachment: none

Action Requested:

Superior Court

- Drug Court Coordinator, replacement, NR-13, #059/14
Commissioner Price Johnson moved to approve Job Requisition #059/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Assessor

- Analyst, replacement, C-12, #060/14
Commissioner Price Johnson moved to approve Job Requisition #060/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Facilities:

- Maintenance tech 1, replacement, C-8, #061/14

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Commissioner Price Johnson moved to approve Job Requisition #061/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Human Services

- Substance Abuse Prevention Coordinator, #062/14
Commissioner Price Johnson moved to approve Job Requisition #062/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Subject/Description: Wellness Week at Island County – flu shots

Attachment: none

Action Requested: Approval to allow the Seattle Visiting Nurse Association to provide flu shots to county employees, family members and the public during Wellness Week in Island County. The flu shots are covered by insurance or the employee can pay \$28.00.

Follow up: Okay with full Board. Risk Management will review indemnification clause.

Subject/Description: Personnel Policies & Procedures Manual update

Attachment: yes

Discussion: The Board discussed the remaining issues in the Personnel Policies & Procedures Manual.

Follow up: Melanie will bring back revised manual to a future work session for final review.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, July 2, 2014, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: **Tim Lawrence, Director, Pam Bishop, Cheryl Lowe, Rob Hallbauer, Tom Eisenberg, Clark Bishop**

Others Present: Elaine Marlow, Budget Director

Record @ 01:57:50

Subject/Description: Island County Noxious Weed Control Board budget

Attachment: yes

Action Requested: Members of the Noxious Weed Control Board requested additional funding in order to bring the Noxious Weed Coordinator position up to a .5 position.

Follow up: Board will consider the request during the budget process.

Civil Service Commission
Summary Minutes

Staff Session was held between the County Commissioners and the Civil Service Commission on Wednesday, July 2, 2014 at 11:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Present: Linda Kast Meehan, Secretary/Chief Examiner, Undersheriff Kelly Mauck

Others Present: Elaine Marlow

Record @ 02:20:50

Subject: Public Safety Testing

Attachment: yes

Action Requested: Civil Service Commission is requesting a budget increase of 1800.00 per year under a three year contract for Public Safety Testing for Patrol and Corrections Deputies.

Follow up: Board will consider the request during the budget process.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, July 2, 2014 at 11:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: David Wechner, Director

Others Present: Elaine Marlow, Budget Director

Record @ 02:41:25

Subject/Description: RFP for Island County Hearing Examiner

Attachment: yes

Information: David Wechner briefed the Board on the Request for Proposal from qualified individuals or firms for the services of a Land Use Hearing Examiner to begin September 1, 2014. The current contract expires the end of August.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 2, 2014, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

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Staff Present: Suzanne Turner

Others Present: Elaine Marlow, Budget Director

Record @ 02:49:15

Community & Family Health

Subject/Description: Department of Health – Consolidated Contract

Attachment: Contract # C16886 (Amendment #15)

Action Requested: Approval of Island County Health Department 2012 - 2014 Consolidated Contract; Amendment #15; Contract Number C16886; Amount: \$851.00.

Follow up: Okay with full Board to move forward to a Monday agenda. The Board requested the Health Department draft a letter on their behalf to the State Department of Health asking that they consolidate their contracts and outlining Island County's process.

Subject/Description: DSHS – Early Intervention Program

Attachment: Contract #2048CS-63

Action Requested: Approval of Program Agreement between DSHS and Island County Health Department; Early Intervention Program; Amount: \$15,260.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 2, 2014, at 1:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Subject/Description: Update on implementation of 2ESSB 6126 Dependency Proceedings-Representation of Children

Attachments: Memo dated 6/26/14 from Don Mason, to BOCC/ Memo from Jim Bamberger, Washington State Office of Civil Legal Aid, to County Officials

Information: Elaine Marlow briefed the Board on the change in legislation being referred to as the "Children's Representation Program" (CRP). Effective July 1, 2014, Superior Court is required to appoint an attorney to represent children of any age who have been legally free from 6 months. The attorney remains representing the child in the state's dependency case until the child becomes 18 years old or is adopted. The legislation also appoints the State Office of Civil Legal Aid (OCLA) to administer the CRP and manage state funds to pay for the representation.

CASA and GSA have been cooperatively working on the county's implementation of the CRP. A contract is being negotiated with OCLA by which OCLA will reimburse the county for any expenses as a result of the CRP. The contract would allow GSA to bill OCLA quarterly for costs. OCLA anticipates taking over the appointment of attorneys and billing/payments by July 2015.

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Based on OCLA's compensation levels for attorneys, the case numbers currently in the program and the anticipated new cases per year, GSA estimates that the county's financial exposure to spend funds for the CRP at between \$7,000 and \$10,000.

Follow up: Elaine will continue to update the Board.

Subject/Description: Island County Fair Association's request to renegotiate lease agreement

Attachments: Letter dated 4/9/14 from Diane Divelbess, Island County Fair Association to BOCC

Discussion:

- Letter from the Island County Fair Association, dated 4/9/14, asking to renegotiate the terms of the lease. The Fair Association stated they can no longer afford to pay for the County's buildings and upkeep and asked for long-term solutions to the upkeep and future of the fairgrounds property.
- Island County Facilities Department has begun to taking an active role in evaluating and resolving some of the Island County Fair Association's maintenance concerns.
- GSA has begun talks with Dan Ollis about how the Island County Fair Association envisions its role in the future as it pertains to the Lease Agreement.

The County is working on 2 parallel tracks:

- **Short Term:** GSA will work with the Island County Fair Association and Facilities to develop a short-term recommendation regarding day-to-day Fairgrounds operations and maintenance for discussion at the July 16 work session.
- **Long Term:** Individual commissioners have begun outreach with other public entities on South Whidbey.

Follow-up: The Board was supportive of both the short term and long term tracks. Elaine will bring the discussion on fairgrounds operations and maintenance to the July 16, 2014 work session.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, July 2, 2014 at 2:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	Aubrey Vaughan, Member	

Others Present: Elaine Marlow, Budget Director

Record @ 03:27:00

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Subject/Description: Letter of Support for an application from the Opportunity Council to the United States Department of Agriculture Rural Development for a Housing Preservation Grant

Attachments:

Action Requested: Approval of a letter of support for an application from the Opportunity Council to the United States Department of Agriculture Rural Development for a Housing Preservation Grant.

Follow up: Okay with Board to move forward to the Monday, July 14, 2014 agenda.

EXECUTIVE SESSION ANNOUNCED

The Board will briefly recess then meet in Executive Session at 2:00 p.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session is expected to last approximately ½ hour. At 2:30 p.m. the Chair announced an additional 20 minutes for the Executive Session. The Board reconvened in regular session at 2:53 p.m. with no announcement made and adjourned the meeting at 2:58 p.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Aubrey Vaughan, Member

ATTEST:

Debbie Thompson, Clerk of the Board